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CONSTRUCTION MANAGEMENT AND PLANNING LIST OF KEY DOCUMENTS

June 2010

- Architect Request for Qualifications/Proposal (RFQ/P)
- Contract with Architect
- Construction Drawings, Plans and Specifications
- Environmental Phase I, Phase II and Remediation Plans if Necessary
- Soils Investigation and Soils Engineer Report
- Structural Engineer Report
- General Contractor Bid Package, including Bid Form
- Public Benefit Plan Including Construction Hiring Goals if Necessary
- General Contractor Bid Responses
- Construction Contract with General Contractor
- Contracts between GC and Subcontractors
- Escrow Agreement
- Contractor's Sworn Statement and Schedule of Values
- Owner's Sworn Statement
- Architect's Sworn Statement
- Pay Application
- Lien Waivers
- Change Order Form
- General Contractor's Performance and Payment Bond
- General Contractor's Insurance Certificate
- Architect's Insurance Certificate
- Owner's Required Insurance Certificate
- Construction Schedule
- Construction and Project Budget
- Acquisition Contract/ Deed for Property or Lease for Property
- Building Permit
- Certified Survey of the Property
- Owner's Title Policy
- ALTA Survey
- Commissioning Agent Report
- LEED™ Green Building Certification Checklist if Necessary
- Punchlist
- As-Built Drawings
- Warranties, Guarantees, and Other Closeout Documents